

IOWA DEPARTMENT OF NATURAL RESOURCES

Request for Proposals

DESIGN OF RV PADS & UTILITIES FOR RV CAMPGROUND INCLUDING WATER DISTRIBUTION & WASTEWATER COLLECTION SYSTEM

Due Date:
May 19th, 2008 -4:00 p.m. (Central Time)

Issued By:
Iowa Department of Natural Resources
Mike Hameed, P.E.
Engineering & Realty Bureau
502 E. 9th Street
Des Moines, IA 50319
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Section 1. Purpose

This Request for Proposals (RFP) is intended to solicit proposals from qualified engineering consulting firms with experience in providing engineering & consulting services for the design of a complete RV campground. The project scope also includes the design of under ground utilities for a minimum of 70 full hookup RV sites at Lake Manawa State Park.

The selected firm will prepare final designs, including drawings, specifications and cost estimates. The firm will prepare bid documents for IDNR. The bid information, drawings and specifications will be printed and distributed by Iowa DNR.

Section 2. Background Information

Lake Manawa State Park is located 2 1/2 miles south of Interstate 80 (Exit 3) at Council Bluffs, Iowa in the Southwestern portion of Pottawattamie County. It is located 2 1/2 miles west of Interstate 29 (Exit 47 –see Attachment I).

Lake Manawa State Park is one of the most popular outdoor recreation facilities in the Omaha/Council Bluffs metropolitan area. The park's 1,529 acres encompass a beautiful 772-acre lake. The Park provides many locations for fun family picnics. A number of open picnic shelters are located around the lake. The campground on the south shore at Lake Manawa State Park provides space for 72 camping units.

The Department (DNR) is planning to develop the peninsula on the north side of the lake into a modern RV campground comprising of a minimum of 70 RV pads and a shower building.

Section 3. Products & Services Needed

The objective of this RFP is to provide for professional engineering services to:

1. Provide two conceptual layouts of the proposed campground design consisting of a minimum of 70 RV camping sites that will accommodate Class-A type RV's, a central shower building, location of a trailer dump station and relocation of the existing play ground. DNR prefers a combination of back-in and drive through sites. The existing service road to the boat ramp parking lot (See attachment II) will be removed to make optimum use of the entire peninsula for the campground design. The parking lot and the boat ramp at the southern end of the peninsula would remain and will be integrated into the new design layout.

2. The conceptual layouts will include preliminary routing of water, sanitary sewer, electric lines and site lighting.
3. The selected service provider will work with DNR to arrive at a final design and then would prepare bidding documents for DNR in electronic format for bidding at a later date. The CAD drawings will be submitted in Microstation or AutoCAD format and as well as PDF format for posting to the IDNR website.
4. The water and sewer lines will connect to the existing water and sewer lines on the south end of the peninsula (See Attachment II)
5. Please note that only the foundation of the shower building will be designed as a part of this project. A pre-fabricated shower building will be erected on site under a separate contract. DNR will provide the technical specifications and the dimensions of the building for the foundation design during the design phase.
6. All of the RV camping sites will be full hookup sites.
7. The design will also include the electric, water and sewer for the prefabricated shower building.
8. The selected service provider will prepare final designs, including drawings, specifications and cost estimates. The firm will prepare bid documents and apply for all the necessary city, state or federal permits needed for the construction. The bid information, drawings and specifications will be printed and distributed by the DNR.
9. Please note that any additional topographic survey will be provided by IDNR at the service providers request during the design phase.

The design of all the utilities and services will follow federal, state and local applicable codes and guidelines.

Section 4. Administrative Information

4.1 Issuing Officer

The issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful service provider.

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Engineering & Realty Bureau
502 E. 9th Street
Des Moines, IA 50319
Fax : 515/281-8685
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4.2 Restriction on Communication

From the issue date of this RFP until announcement of the successful service provider, service providers may only contact the Issuing Officer for questions regarding RFP. Inquires related to the interpretation of this RFP must be delivered, e-mailed or faxed on or before May 8th, 4:00 p.m. (central time). Verbal questions related to the interpretation of this RFP will not be accepted.

For site information and site visits please contact our field engineer Mr. Mark Johnson at 515-250-3713.

4.3 Schedule

The following dates are set forth for informational and planning purposes; however, the DNR reserves the right to change the dates. In the event DNR changes any dates prior the closing date for receipt of proposals, DNR shall post such change as an amendment to this RFP on its website at least 24 hours prior to the then-current closing date for receipt of proposals.

- | | |
|--|------------------|
| 1. Letter of Intent to Submit Proposal | April 28, 2008 |
| 2. Questions, clarifications period | April 18 – May 8 |
| 3. Response to Questions issued | May 13, 2008 |
| 4. Closing date for receipt of Proposals | May 19, 2008 |
| 5. Commission approval of winning Proposal | June 12, 2008 |
| 6. Issuance of Contract by | June 19, 2008 |

- | | |
|--|------------------------------|
| 7. Pre Design meeting and start of the conceptual designs by | June 26, 2008 |
| 8. Conceptual Design complete by | July 25, 2008 |
| 9. Review at 50% by | August, 2008 |
| 10. Review at 75% by | early September, 2008 |
| 11. Review at 100% by | last week of September, 2008 |
| 12. Design Complete | October, 2008 |

4.4 **Letters of Intent to Submit Proposal**

A letter of intent to submit proposal must be postmarked, delivered, e-mailed or faxed by the service provider to the Issuing Officer on or before April 28th, 4:00 p.m. (central time). The letter of intent to submit proposal must include the service provider's name, mailing address, e-mail address, fax number, telephone number, and a statement of intent to submit proposal.

Submission of a letter of intent to submit proposal is a mandatory condition to ensure receipt of written responses to service providers' questions and amendments to the RFP.

4.5 **Questions, Requests for Clarification and Suggested Changes**

Service providers are invited to submit written question and requests for clarifications regarding the RFP. Service providers may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications or suggestions must be submitted in writing to the Issuing Officer and delivered, e-mailed or faxed on or before May 8th, 2008, 4:00 p.m. (central time). Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, the page and section number shall be referenced. Written responses to questions, requests for clarifications, or suggestions will be sent on or before May 13th, 2008 to those service providers who submitted a letter of intent. The DNR's written response will be considered part of the RFP. If the DNR decides to adopt a suggestion, the DNR will issue an amendment to the RFP.

The DNR assumes no responsibility for verbal representations made by its officers or employees unless such representation are confirmed in writing and incorporated into the RFP.

4.6 **Amendment to the RFP and Proposal, and Withdrawal of Proposal**

The DNR reserves the right to amend the RFP at any time. The service provider shall acknowledge receipt of an amendment in its proposal. If the amendment occurs after the closing date for receipt of proposals, the DNR may, in its sole discretion, allow service providers to amend their proposals in response to the DNR's amendment if necessary.

The service provider may amend its proposal. The amendment must be in writing, signed by the vendor and received by time set for the receipt of proposals.

Service providers who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals.

4.7 **Submission of Proposals**

Four (4) copies of the proposal must be delivered to the Issuing Officer no later than 4:00 p.m. (central time), May 19th, 2008. This is a mandatory requirement and will not be waived by the DNR. Any proposal received after this deadline will be rejected and returned unopened to the service provider. Service providers mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposals. It is the service provider's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal. Service providers must furnish all information necessary to evaluate the proposal. Proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the service provider shall not be considered part of the service provider's proposal.

4.8 Proposal Opening

The DNR will open proposals on May 20th, 2008. The proposal will remain confidential until the Evaluation Committee has reviewed all of the proposals submitted in response to this RFP and the DNR has announced a notice of intent to award a contract.

4.9 Cost of Preparing the Proposal

The costs of preparation and delivery of the proposal are solely the responsibility of the service provider.

4.10 Rejection of Proposals

The DNR reserves the right to reject any or all proposals, in whole and in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the DNR to award a contract. The RFP is designed to provide service providers with the information necessary to prepare a competitive proposal. This RFP process is for the DNR's benefit and is intended to provide the DNR with competitive information to assist in the selection of a service provider. It is not intended to be comprehensive and each service provider is responsible for determining all factors necessary for submission of a comprehensive proposal. DNR strongly encourages the service providers to visit the site so that they have a better feel for the on-site conditions.

4.11 Disqualification

The DNR shall reject outright and shall not evaluate proposals for any one of the following reasons:

1. The service provider fails to deliver the proposal by the due date.
2. The service provider states that a service requirement cannot be met.
3. The service provider's response materially changes a service requirement.
4. The service provider's response limits the rights of the DNR.
5. The service provider fails to respond to the DNR's request for information, documents or references.
6. The service provider provides misleading or inaccurate responses.

4.12 Reference Checks

The DNR reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the service provider's qualifications and the qualifications of any subcontractor identified in the proposal.

4.13 Information from Other Sources

The DNR reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the service provider's qualifications and the qualifications of any subcontractor identified in the proposal.

4.14 Verification of Proposal Contents

The content of a proposal submitted by a service provider is subject to verification. Misleading or inaccurate responses shall result in disqualification.

4.15 Criminal History and Background Investigation

The DNR reserves the right to conduct criminal history and other background investigation of the service provider, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the service provider for the performance of the contract.

4.16 Proposal Clarification Process

The DNR reserves the right to contact a service provider after the submission of proposals for the purpose of clarifying a proposal to ensure mutual understanding. The contact may include written questions, interviews, a review of past performance if the service provider has provided goods or services to the DNR or any other political subdivision wherever located, or requests for corrective pages in the service provider's proposal. The DNR will not consider information received if the information materially alters the content of the proposal or alters the type of services the service provider is offering to the DNR. An individual authorized to legally bind the service provider shall sign responses to any request for clarification. Responses shall be submitted to the DNR within

the time specified in the DNR's request. Failure to comply with requests for additional information may result in rejection of the proposal as noncompliant.

4.17 Disposition of Proposals

All proposals become the property of the DNR and shall not be returned to the service provider unless all proposals are rejected or the RFP is cancelled. In either event, service providers will be asked to send prepaid shipping instruments to the DNR for return of the proposals submitted. In the event the DNR does not receive shipping instruments, the DNR will destroy the proposals. Otherwise, at the conclusion of the selection process, the contents of all proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

4.18 Public Records and Requests for Confidential Treatment

The DNR may treat all information submitted by a service provider as public information following the conclusion of the selection process unless the service provider properly requests that information be treated as confidential at the time of submitting the proposal. The DNR's release of information is governed by Iowa Code chapter 22. Service providers are encouraged to familiarize themselves with chapter 22 before submitting a proposal. The DNR will copy public records as required to comply with the public records laws.

Any request for confidential treatment of information must be included in the transmittal letter with the service provider's proposal. In addition, the service provider must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the service provider to respond to any inquiries by the DNR concerning the confidential status of the materials.

Any proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the service provider.

If the service provider designates any portion of the RFP as confidential, the service provider must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible.

The DNR will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction.

In the event the DNR receives a request for information marked confidential, written notice shall be given to the service provider seven calendar days prior to the release of the information to allow the service provider to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.

The service provider's failure to request confidential treatment of material will be deemed by the DNR as a waiver of any right to confidentiality, which the service provider may have had.

4.19 Copyrights

By submitting a proposal, the service provider agrees that the DNR may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. The service provider consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party. The DNR shall have the right to use ideas or adaptations of ideas that are presented in the proposals.

4.20 Release of Claims

By submitting a proposal, the service provider agrees that the DNR may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. The service provider consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party. The DNR shall have the right to use ideas or adaptations of ideas that are presented in the proposals.

4.21 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 6 of the RFP. The DNR will not necessarily award any contract resulting from this RFP to the service provider offering the lowest cost to the DNR. Instead, the DNR will award the contract to the compliant service provider whose proposal receives the most points in accordance with the evaluation criteria set forth in subsection 6.3 of this RFP and subject to approval of Natural Resource Commission.

4.22 Award Notice and Acceptance Period

Notice of intent to award the contract will be sent by e-mail to all service providers submitting a timely proposal on or after June 10th, 2008. If the apparent successful service provider fails to accept award by June 17th, 2008 the DNR may cancel the award and award the contract to the next highest ranked service provider.

4.23 Definition of Contract

The full execution of a written contract shall constitute the making of a contract for services and no service provider shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the successful service provider and the DNR.

4.24 Choice of Law and Forum

This RFP and the resulting contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Service providers are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

4.25 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Service providers are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

4.27 No Minimum Guaranteed

The DNR anticipates that the selected service provider will provide services as requested by the DNR. The DNR will not guarantee any minimum compensation will be paid to the service provider.

4.28 General & Liability Insurance. The selected service provider will be required to carry a one million dollar general liability and a million dollar professional liability insurance for this job.

Section 5. Format and Content of Proposals

5.1 Instructions

These instructions prescribe the format and content of the proposals. They are designed to facilitate a uniform review process.

1. Four (4) copies of the proposal must be delivered to the Issuing Officer no later than May 19th, 2008. Double-sided copies on recycled content paper are preferred.
2. Complete and return Standard Form 330 (Attachment IV).
3. The proposal and supporting documentation shall be provided on 8.5 inch by 11 inch paper.
4. The proposal and supporting documentation shall provide the following in the footer of

each document:

- a. RFP Name (Lake Manawa Campground & Utilities)
 - b. Service Provider's name
 - c. Document Name
 - d. Document Date
 - e. Page number, indicating current page and total number of pages: page 1 of 4, page 2 of 4, etc.
5. If the service provider designates any information in its proposal as confidential pursuant to subsection 4.18, the service provider must also submit one (1) copy of the proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible.
 6. Proposals shall not contain promotional or display materials.
 7. Attachments shall be referenced in the proposal.

5.2 Transmittal Letter and Proposal Certification

The transmittal letter shall state the estimated consulting fees being quoted for the services and shall be signed by an individual authorized to legally bind the service provider. The letter shall include the service provider's mailing address, electronic mail address, fax number and telephone number, and a certification of the truth and accuracy of information provided within the proposal.

The transmittal letter and proposal certification shall be addressed to the issuing officer.

Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to the DNR about the confidential nature of the information.

5.3 Proposal Content

The following documents the elements that need to be included in the proposal in order given below:

1. **Executive Summary.** The service provider shall prepare an executive summary and overview of the services it is offering, including all of the following information:
 - a. Statements that demonstrate that the service provider understands and agrees with the terms and conditions of the RFP and proposed contract.
 - b. An overview of the service provider's approach for laying out of the campground, routing of the electric, water and sewer utilities.
 - c. A demonstration of the service provider's knowledge & experience of designing and bidding of similar projects.
2. **Table of Contents.**
3. **Background Information.** The service provider shall provide the following background information:
 - a. Name, address, telephone number, fax number and e-mail address of the service provider, including all d/b/a's or assumed names or other operating names of the service provider.
 - b. Form of business entity, i.e. corporation, partnership, proprietorship, etc.
 - c. State of incorporation, state of formation, or state of organization.
 - d. Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the service provider's performance under the terms of this RFP.
 - e. Type of business.

- f. Name and qualifications of any subcontractors who will be involved with this project.
 - g. Name, address and telephone number of the service provider's representative to contact regarding all contractual and technical matters concerning this proposal.
 - h. Name address and telephone number of the service provider's representative to contact regarding scheduling and other arrangements.
- 4. Work Plan. The service provider shall provide a work plan that contains the following elements:
 - a. Project Scope
 - b. Project Organization - A diagram of key elements (sub-projects) required to complete the products or other services described in the scope, and the person accountable, as well as, deliverable(s) of each.
 - c. Project Schedule - A description and dates for the project's key milestones associated with the time line provided by DNR.
 - d. Risk Summary - A brief description of probable problems, set-backs and delays that could have a significant impact on the project, and steps to that will be taken to ensure the project stays on track.
- 5. Organization Qualifications. The service provider must provide the following information regarding its experience:
 - a. Number of years in business.
 - b. Number of years experience with providing the types of services sought by the RFP.
 - c. Describe the level of technical experience in providing the types of services sought by this RFP. Include those of subcontractors if applicable.
 - d. List all services similar to those sought by this RFP that the service provider has provided to other businesses or governmental entities.
 - e. Contact and telephone number from three (3) previous clients knowledgeable of the service provider's performance in providing services similar to the services described in this RFP. Letters of recommendation are encouraged.
- 6. Personnel Qualifications. The service provider must provide resumes for all key personnel, including the project manager and subcontractors, who will be involved in providing the services contemplated by this RFP. The following information must be included in the resumes:
 - a. Full name.
 - b. Education.
 - c. Relevant professional certifications.
 - d. Years of experience and employment history - particularly as it relates to a complete RV campground design and evaluation of water & wastewater treatment design.
- 7. Acceptance of Terms and Conditions. The service provider shall specifically agree that the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the service provider objects to any term or condition, the service provider must specifically refer to the RFP page, section and subsection (if applicable). Objections or responses that materially alter the RFP may be deemed non-responsive and disqualify the service provider. If a service provider takes exception to a term or condition, it must state the reason for the exception and incorporate in this section of the proposal the specific contract language it proposes to include in place of the term or condition.
- 8. Firm Proposal Terms. The service provider shall guarantee in writing the availability of the services offered and that all proposal terms, including price, will remain firm a minimum of 90 days following the deadline for submitting proposals.

9. Costs. The proposal will also include estimated fees for providing the products and services requested in this RFP and a table showing of its break down. This section will also include a schedule of hourly rates of different personals.

Section 6. Evaluation of Proposals

6.1 Introduction

This section describes the evaluation process that will be used to determine which proposal provides the greatest benefits to the DNR. The evaluation process is designed to award the contract not necessarily to the service provider of least cost, but rather to the service provider with the best combination of attributes to perform the required services.

6.2 Evaluation Committee

The DNR intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. The DNR will use an evaluation committee comprised of DNR staff to review and evaluate proposals.

6.3 Evaluation Criteria

The evaluation committee will evaluate and score all proposals meeting all mandatory requirements, utilizing the following criteria:

1. Capability - Ability of the service provider to deliver products similar to those described in the RFP.
2. Technical Expertise - Experience of the service provider and key individual(s) assigned to the project in designing the campground and its facilities covered within the project scope.
3. Work Plan - Ensures delivery of high quality product & services, on time and within budget.
4. Cost - The cost of delivering the requested products & services to DNR.

The evaluation committee will rank the proposals based on the following point values for the four criteria:

| <u>Criterion</u> | <u>Points</u> |
|---------------------|---------------|
| Capability | 30 |
| Technical Expertise | 30 |
| Work Plan | 20 |
| Cost | 20 |

6.4 Recommendation of the Evaluation Committee

The final ranking and recommendation(s) of the Evaluation shall be presented to the Division Administrator of the DNR's Management Services Division. The recommendation may include, but is not limited to, the name of one or more service providers recommended for selection or a recommendation that no service provider be selected

Contracts require approval of the DNR Deputy Director, and those over \$25,000 require approval by the Natural Resources Commission (NRC).

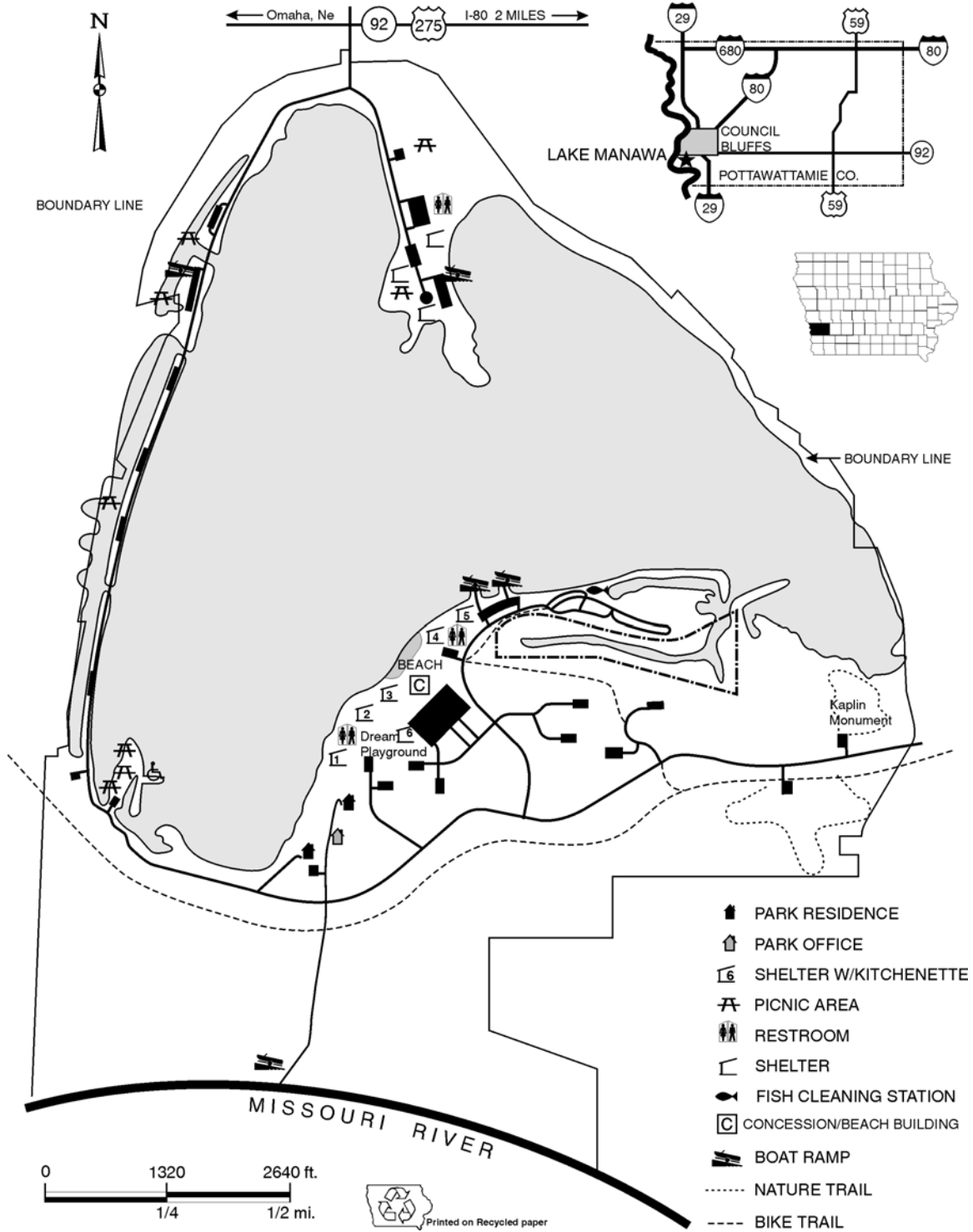
7. Attachments

The following attachments are provided for additional information

- a. Attachment I – General lay out of the Volga River Recreational Area
- b. Attachment II - Aerial Shot of the Campground and Proposed Site layout
- c. Attachment III - Original Site Survey with an Overlay of Road construction after the Survey.
- d. Attachment IV - Standard Form 330.

The RFP and its attachment can be downloaded at the DNR website, at <http://www.iowadnr.gov>, and, by following the “Request for Proposals” link on left-hand menu OR at <http://csbweb.igsb.uiowa.edu/csb/>.

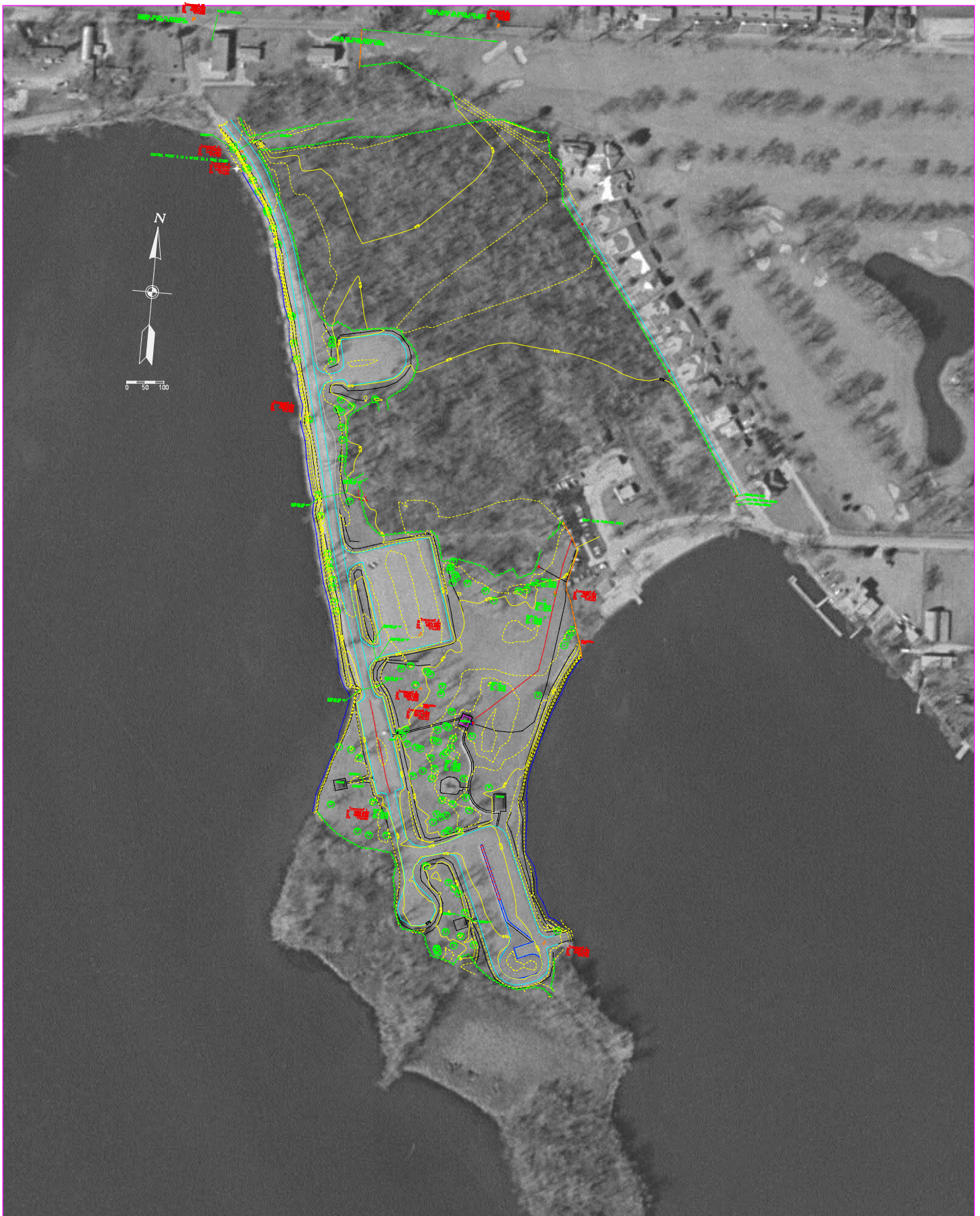
LAKE MANAWA STATE PARK



ATTACHMENT I



ATTACHMENT II



ATTACHMENT III

ARCHITECT – ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

[Insert response here]

2. PUBLIC NOTICE DATE

[Insert response here]

3. SOLICITATION OR PROJECT NUMBER

[Insert response here]

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

[Insert response here]

5. NAME OF FIRM

[Insert response here]

6. TELEPHONE NUMBER

[Insert here]

7. FAX NUMBER

[Insert here]

8. E-MAIL ADDRESS

[Insert response here]

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

| | (Check) | | | 9. FIRM NAME | 10. ADDRESS | 11. ROLE IN THIS CONTRACT |
|----|---------|-------------|---------------|---|------------------------|---------------------------|
| | PRIME | J-V PARTNER | SUBCONTRACTOR | | | |
| a. | | | | [Insert response here] <input type="checkbox"/> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE | [Insert response here] | [Insert response here] |
| b. | | | | <input type="checkbox"/> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE | | |
| c. | | | | <input type="checkbox"/> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE | | |
| d. | | | | <input type="checkbox"/> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE | | |
| e. | | | | <input type="checkbox"/> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE | | |
| f. | | | | <input type="checkbox"/> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE | | |

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ ☒ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

| | | | | | | | |
|---|--|--|--|----------|----------------------|----------|----------|
| 12. NAME [Insert response here] | 13. ROLE IN THIS CONTRACT [Insert response here] | 14. YEARS EXPERIENCE <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black; font-size: small;">a. TOTAL</td> <td style="width:50%; border-bottom: 1px solid black; font-size: small;">b. WITH CURRENT FIRM</td> </tr> <tr> <td align="center">[Insert]</td> <td align="center">[Insert]</td> </tr> </table> | | a. TOTAL | b. WITH CURRENT FIRM | [Insert] | [Insert] |
| a. TOTAL | b. WITH CURRENT FIRM | | | | | | |
| [Insert] | [Insert] | | | | | | |
| 15. FIRM NAME AND LOCATION <i>(City and State)</i> [Insert response here] | | | | | | | |
| 16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> [Insert response here] | | 17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> [Insert response here] | | | | | |
| 18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> [Insert response here] | | | | | | | |

19. RELEVANT PROJECTS

| | (1) TITLE AND LOCATION <i>(City and State)</i> | (2) YEAR COMPLETED | |
|----|---|-----------------------|---|
| | [Insert response here] | PROFESSIONAL SERVICES | CONSTRUCTION (If applicable) |
| | | [Insert here] | [Insert here] |
| a. | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> [Insert response here] | | <input type="checkbox"/> <input checked="" type="checkbox"/> Check if project performed with current firm |
| | | | |
| | (1) TITLE AND LOCATION <i>(City and State)</i> | (2) YEAR COMPLETED | |
| | | PROFESSIONAL SERVICES | CONSTRUCTION (If applicable) |
| | | [Insert here] | [Insert here] |
| b. | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> [Insert response here] | | <input type="checkbox"/> <input checked="" type="checkbox"/> Check if project performed with current firm |
| | | | |
| | (1) TITLE AND LOCATION <i>(City and State)</i> | (2) YEAR COMPLETED | |
| | | PROFESSIONAL SERVICES | CONSTRUCTION (If applicable) |
| | | [Insert here] | [Insert here] |
| c. | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> [Insert response here] | | <input type="checkbox"/> <input checked="" type="checkbox"/> Check if project performed with current firm |
| | | | |
| | (1) TITLE AND LOCATION <i>(City and State)</i> | (2) YEAR COMPLETED | |
| | | PROFESSIONAL SERVICES | CONSTRUCTION (If applicable) |
| | | [Insert here] | [Insert here] |
| d. | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> [Insert response here] | | <input type="checkbox"/> <input checked="" type="checkbox"/> Check if project performed with current firm |
| | | | |
| | (1) TITLE AND LOCATION <i>(City and State)</i> | (2) YEAR COMPLETED | |
| | | PROFESSIONAL SERVICES | CONSTRUCTION (If applicable) |
| | | [Insert here] | [Insert here] |
| e. | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> [Insert response here] | | <input type="checkbox"/> <input checked="" type="checkbox"/> Check if project performed with current firm |
| | | | |

| | | | | |
|---|--|--|--|--|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.) | | 20. EXAMPLE PROJECT KEY NUMBER | | |
| 21. TITLE AND LOCATION <i>(City and State)</i> [Insert response here] | 22. YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; text-align: center;"> PROFESSIONAL SERVICES [Insert here] </td> <td style="width: 50%; padding: 5px; text-align: center;"> CONSTRUCTION <i>(If applicable)</i> [Insert here] </td> </tr> </table> | | PROFESSIONAL SERVICES [Insert here] | CONSTRUCTION <i>(If applicable)</i> [Insert here] |
| PROFESSIONAL SERVICES [Insert here] | CONSTRUCTION <i>(If applicable)</i> [Insert here] | | | |
| 23. PROJECT OWNER'S INFORMATION | | | | |
| a. PROJECT NAME [Insert response here] | c. POINT OF CONTACT NAME [Insert response here] | c. POINT OF CONTACT TELEPHONE NUMBER [Insert response here] | | |
| 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost.)</i> [Insert response here] | | | | |

| 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT | | | |
|---|---|---|----------|
| a. | (1) FIRM NAME [Insert response here] | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECT KEY

| No. | TITLE OF EXAMPLE PROJECT (FROM SECTION F) | No. | TITLE OF EXAMPLE PROJECT (FROM SECTION F) |
|-----|---|-----|---|
| 1. | [Insert response here] | 6. | |
| 2. | | 7. | |
| 3. | | 8. | |
| 4. | | 9. | |
| 5. | | 10. | |

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

[Insert response here]

[These cells and rows are to facilitate the layout of your page. Rows can be added or deleted as needed.]

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

April 17, 2008

33. NAME AND TITLE

[Insert response here]

1. SOLICITATION NUMBER (If any)
[Insert response here]

(If a firm has branch offices, complete for each specific branch office seeking work.)

| | | | | |
|---|--------------------------------|--------------------------|--|-------------------------------|
| 2a. FIRM (OR BRANCH OFFICE) NAME [Insert response here] | | | 3. YEAR ESTABLISHED [Insert] | 4. DUNS NUMBER [Insert] |
| 2b. STREET [Insert response here] | | | 5. OWNERSHIP | |
| | | | a. TYPE [Insert] | |
| 2c. CITY [Insert response here] | 2d. STATE [Insert] | 2e. ZIP CODE [Insert] | b. SMALL BUSINESS STATUS [Insert] | |
| 6a. POINT OF CONTACT NAME AND TITLE [Insert response here] | | | 7. NAME OF FIRM (If block 2a is a branch office) [Insert] | |
| 6b. TELEPHONE NUMBER [Insert response here] | 6c. E-MAIL ADDRESS [Insert] | | | |
| 8a. FORMER FIRM NAME(S) (If any) [Insert] | | | 8b.YR ESTABLISHED [Insert] | 8c. DUNS NUMBER [Insert] |

[illegible]

| 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right) | | PROFESSIONAL SERVICES REVENUE INDEX NUMBER | |
|--|------------------------|--|---|
| a. Federal Work | [Insert response here] | 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| b. Non-Federal Work | [Insert response here] | 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| c. Total Work | [Insert response here] | 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| | | 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| | | 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

| | |
|---|---------------------------|
| 12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts. | |
| a. SIGNATURE | b. DATE April 17, 2008 |
| c. NAME AND TITLE [Insert response here] | |